



Duncan Real Estate

Property Management Services

Management Service Options

Duncan Real Estate has worked over the years to refine a program of services to benefit our owners. Whether you are an investor with a large portfolio of rental properties, or an individual in need of services for your primary home, we can help.

Our programs are developed using systems that have been refined through many years of experience. In addition, these programs are supported by the best technology in the industry. Our Property Managers, Licensed Agents and Staff are trained to deliver these programs to you to assure your investment is managed at the highest level.

Duncan Real Estate can develop a program of management services to meet your needs. The two most widely used programs are the **Partial Management / Rent Up Service**, and our **Full Service Management Program**.

Partial Management Service:

- Review property and provide condition evaluation and market rental value.
- Advertise and market the property for rent using local print advertising internet sites and relocation networks, etc.
- Showing of property by trained property managers.
- Complete application process to include screening through a professional screening company.
- Complete the lease process, Lease/rental agreement, all required addendums, home condition walkthrough etc.
- Collect the first months rent, deposit and all applicable fees.
- Finalize the move in process, present all completed documents and collected funds to the owner.

Full Management Service:

Includes all the services outlined in the “Partial Management Service” and also includes the following:

- Enforce lease and collect monthly rent.
- Process rent through our trust accounts.
- Deposit owner funds into the owners designated account.
- Provide detailed monthly accounting statement to owner.
- Complete periodic inspections of property.
- Schedule and facilitate all required property maintenance. All maintenance services are provided by established, licensed, bonded and insured local vendors.
- Schedule yearly inspections and routine maintenance. This includes gutter cleaning, chimney cleaning, furnace service etc.



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Additional Management Services

Duncan Real Estate's Full Service Management program is a very complete service with an attention to detail and professional commitment. Duncan Real Estate strives to provide the highest level of service to our tenants and owners. Because of this, our tenant's work with us to ensure your rent is paid and you're home is maintained.

Additional Services:

- ❖ **Eviction coordination and legal services.**
- ❖ **Maintenance personnel referral.**
- ❖ **Maintenance coordination services.**
- ❖ **Full service sales and brokerage service.**
- ❖ **Building and development services.**
- ❖ **Property accounting services.**
- ❖ **Vacation Management.**
- ❖ **Coordination and supervision of landscaping.**
- ❖ **Coordination and supervision of snow removal/plowing.**

Absentee or Part-Time Residents Service.

Duncan Real Estate understands the anxiety created by being away from your home for extended periods of time, and will work to ease those anxieties through availability, responsiveness, and detailed reporting.

Services will include, but are not limited to:

- ❖ **Coordination and supervision of landscaping.**
- ❖ **Coordination and supervision of snow removal/plowing.**
- ❖ **24 hour contact for security, fire, or other emergency services.**
- ❖ **Coordination and supervision of contracted work.**
- ❖ **Payment of all recurring expenses, ie. utilities, security, landscaping, taxes.**
- ❖ **Mail forwarding.**
- ❖ **Rent collection, if applicable.**
- ❖ **Coordination and supervision of all maintenance and repairs within the unit.**
- ❖ **Professionally contracted legal and accounting services.**
- ❖ **Professional capital improvement assessment.**
- ❖ **Full service Sales/Brokerage.**
- ❖ **24 Hour emergency and lock out service.**

392 College Highway ❖ Southwick ❖ Massachusetts
(413) 569-1871
www.DuncanRE.Net